



RAHUL SINGH

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**General Administration
Liaising**

Facilities Management

Coordination/

APERCU An incise professional with over 15 years of enriching and qualitative experience in General Administration, Facility Management, Infrastructure.

Proven track record of managing administration functions such as coordination, facility management, security management, public relation etc. Adept in value engineering activities, designing and implementing schedules for preventive, periodical and total productive maintenance. Adroit at ensuring prompt resolution of employee grievances to maintain cordial management-employee relations and managing contract labour.

CORE COMPETENCIES

A. Planning Operations

Strategy Formulation:

- 1 Assisting in preparing administrative budgets and monitoring the same.
- 2 Overseeing optimum & effective utilization of funds in providing congenial work environment.
- 3 Creating effective procedures for the preparation and implementation of programs within the area of safety, health and the environment.

Maintenance/Operations:

- 1 Planning and effecting preventive maintenance schedules of projects and equipment's to increase their reliability.
- 2 Managing the power and Fuel (HT, LT and DG sets) and looking after its repair and maintenance. Proactively identifying areas of obstruction/breakdowns and take steps to rectify the systems through application of trouble shooting tools.
- 3 Handling the operation of Fire Alarm System, access control system and HVAC systems. Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M Expenditures and work within the planned budget.
- 4 Interacting with different departments for executing the maintenance of all equipment and departments in the organization and enhancing the overall efficiency.
- 5 Preparing the monthly measurement data in accordance with the annual maintenance budget

General Administration/ Facility Management:

- 1 Handling complete Infrastructure Facilities (sites) & liaising with govt. and regulatory bodies like Water supply, Electricity Boards, Pollution control Boards, local government agencies for obtaining necessary sanctions/ approvals & ensuring smooth working conditions in premises.
- 2 Ensuring maintenance of optimum inventory levels in the stores and maintaining business relations with vendors for the procurement of necessary items for the office.
- 3 Co-ordinating with external agencies for negotiating and executing AMC's for maintenance of office infrastructure.

B. Operations**Personnel Management/Training:**

- 1 Handling operational functions like staff briefings, creating duty roster, shift management.
- 2 Organising and conducting practical and theoretical training programs, to enhance skills and motivational levels.

Coordination/ Liaising:

- 1 Coordinating with govt. dept. viz. Electricity Board, Water Board, and Pollution Control Board.
 - 2 Liaising with statutory authorities for application, renewal.
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CAREER FEATURE**From March 20 to still continued**

Presently working as chief engineer with M/s Xenia Hospitality Concepts PVT. LTD.- New Delhi

Job Responsibilities-

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- Reporting to the managing director.
 - Responsible for the operation and maintenance of the hotels/resorts at Goa, Bangalore, Baroda, Delhi and Shimla.
 - Hiring vendors for various jobs.
 - Co-ordinating with other departments for smooth operations of hotels.
 - Finalising and negotiating with various vendors to purchase electrical, air conditioning pumps etc. in co-ordination with client and as per the BOQ.
 - Implementing plant preventive maintenance for all the equipments at all the hotels/resorts.
 - Implementing training schedules for all the technicians and supervisors etc at site.
 - Hiring of entire engineering team at site for operations.
 - Collection of various documents like O&M Manuals, final project reports, warranty cards from vendors and handover to operation team.
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Preventive Maintenance

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- Maintenance of online/manual systems of complaints handling, preventive

maintenance and other activities related to maintenance.

- **Visit hotels periodically to check the equipment's working condition.**
- **Finding and arranging all maintenance vendors for all machinery levels according to the guidelines given by company to handle them.**
- **Conduction of training sessions for maintenance teams on handling equipments and attending to minor failures for instant rectification.**
- **Training technicians periodically on various preventive maintenance, complaints handling processes and techniques/ SOP implementing based on the company policy.**
- **Leading and handling maintenance team directly at ground level with team spirit.**
- **Preparing and managing hotel wise break down history of all utilities and cost spent.**
- **Preparing and maintaining essential spare list of equipment and work towards reducing cost and break down on constant basis by identifying robust and better brands of spares.**
- **Driving and ensuring all maintenance complaints resolved according to the time line based on the nature of task.**
- **Coordinating good team spirit with other teams.**
- **Constantly provide feedback to maintenance technicians/ executive to improve their performance.**
- **Ensuring all major equipment's spares have rate contracts with the respective vendors.**
- **Ensuring preventive maintenance schedules are prepared well in advance for each hotel cluster wise.**
- **Handling of Maintenance AMC vendors and keeping track and maintaining the AMC services reports, activity carried out according to the AMC terms and conditions.**
- **Initiating and implementing maintenance cost saving plan required time to time.**
- **Preparing and implementing significant plans time to time which requires to minimize maintenance complaints.**
- **Regularly audit sites and inspect equipment for the verification of preventive maintenance carried out.**
- **Ensuring AMC is in place for required equipment.**
- **Ensuring technicians follow the preventive maintenance schedules for each equipments without fail.**

From January 17 to February 20

Worked as corporate chief engineer with Piccadily group of hotels, New Delhi.

Looking after Piccadily New Delhi, Piccadily Raipur, Piccadily Chandigarh, Hyatt Regency Ludhiana and Gurgaon.

Job Profile

Reporting to- Chairman

Responsibilities-

Operations and maintenance

- # Handling operation and maintenance of resort.**
- # Preparing MIS/MMR and presenting to owning board.**
- # Tracking Planned preventive maintenance of hotels.**
- # Coordinating with HR in hiring engineering team.**
- # Auditing of sites. Carrying safety audits- SPAD, DUPOINT, ISO, OSHAS, EHS, BSC.**
- # Coordinating with procurement team.**
- # Energy conservations.**
- # Preparing annual budgets and tracking the same.**
- # Finalization of vendors for AMC in coordination with Procurement team.**
- # Engineering team trainings**
- # Liaisoning and tracking all statutory legal compliances.**
- # Tracking complaints thru Complaint management system.**
- # Implemented HIRA at site- HAZARDS IDENTIFICATIONS AND RISK ASSESSMENTS**

June 15 to December 16

Worked as Chief Engineer with Marasa Group of hotels at Chobe Safari Lodge, Uganda

Reporting to General Manager of Hotel.

Planning and effecting preventive maintenance schedules of projects and equipments to increase their reliability.

Managing the power and Fuel (HT, LT and DG sets) and looking after its repair and maintenance. Proactively identifying areas of obstruction/breakdowns and take steps to rectify the systems through application of trouble shooting tools.

Handling the operation of Fire Alarm System, access control system, Boilers, Water treatment plants and HVAC systems. Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M Expenditures and work within the planned budget.

Interacting with different departments for executing the maintenance of all equipment and departments in the organization and enhancing the overall efficiency.

Training of engineering team.

Preparing the monthly measurement data in accordance with the annual maintenance budget.

Taking care of EHS, OSHAS, ISO documentations, trainings and ROP.

May 10 to May 15

Worked as Chief Engineer with Radisson Group of hotels at Rudrapur, Kandla and Tashkant.

May'08-May'10

Chief Engineer with Fortune Landmark by Welcom I.T.C. group, Indore.

Job Profile

Reporting to General Manager.

Independently handling renovations of guest rooms and public areas.

completed flight kitchen and Bar project.

Independently handling 100 rooms expansion project.

Planning and effecting preventive maintenance schedules of projects and equipment's to increase their reliability.

Managing the power and Fuel (HT, LT and DG sets) and looking after its repair and maintenance. Proactively identifying areas of obstruction/breakdowns and take steps to rectify the systems through application of trouble shooting tools.

Handling the operation of Fire Alarm System, access control system, Boilers, Water treatment plants and HVAC systems. Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M Expenditures and work within the planned budget.

Interacting with different departments for executing the maintenance of all equipment and departments in the organization and enhancing the overall efficiency.

Preparing the monthly measurement data in accordance with the annual maintenance budget.

Taking care of EHS, OSHAS, ISO documentations, trainings and FOP.

Jun'00- Apr'08

Chief Engineer with DAYS INN-UDAIPUR/JODHPUR

(opened both properties in August 00 and March-04)

Jan'97- Jun'00

**Assistant Engineer with Hotel Mansingh, Jaipur
(opened Man Singh Towers in August 1998)**

Oct'95- Jan'97

Production Supervisor with Indopol Food Processing machineries Private Limited, Faridabad

Looking after production and assembling jobs of sugar/flour milling machineries.

PROFESSIONAL QUALIFICATION

Completed Mechanical Engineering in 1995.
Fire fighting certification.
Certificate in OSHAS ELECTRICAL SAFETY MODULE.

PERSONAL DETAILS

Date of Birth: 24th June 1976

Address: H.NO-917,JAWAHAR COLONY,FARIDABAD.

Father's Name Shri Charan Singh

Hobbies: Reading, Listening music.

Strengths: Can take work easily from subordinates.
Eager to learn more.
Very good coordinator.
Yes I Can attitude

(Rahul Singh)
